

# Mass Immunizations Module - CHILD Profile Immunization Registry Quick Reference Guide



## Adding a New Patient

1. Search for a Patient.
2. If the patient is not found on the list, click the **ADD NEW PATIENT** button to add the patient's information and administered vaccines.

Search Results  
Records Found is 33

Select	First Name	Middle Name	Last Name	Birth Date	Grid First Name	Grid Middle Name	Grid Last Name
<input type="checkbox"/>	REID		MOUSE	11/10/2005	RENEE	A	
<input type="checkbox"/>	LONDON		NIKEN	11/10/2005			
<input type="checkbox"/>	KYLER		RAMBLE	11/10/2005	ANGELA		
<input type="checkbox"/>	ROSEY		ROSE	11/10/2005	HONEYBEE	DEVON	
<input type="checkbox"/>	HANNAH	BETH	RYAN	11/10/2005	KELLY		
<input type="checkbox"/>	RILEE	R	SMITH	11/10/2005	SUE		
<input type="checkbox"/>	RAMONA		TALBENT	11/10/2005			
<input type="checkbox"/>	RYAN	R	CHRISTINE	11/10/2005	RICHARD		
<input type="checkbox"/>	RICHARD	R	WALTON	11/10/2005	SHANON	E	
<input type="checkbox"/>	RILEY	ELENORA	ZAMBRA	11/10/2005			

Before adding a new patient, check to make sure the patient you want to add is not listed above

3. Add the patient's information in the appropriate fields:
  - First and Last Name
  - Address - by typing the **street address** and **zip code** (the city and state will automatically populate once the zip code has been added).

**Note:** Click the check box (see arrow) to copy address information from the previous patient to copy the family address to the current patient's record.

Patient Add

Copy family information from previous patient

First Name: Roberta Birth Date: 10/11/2005  
 Middle Name: Sex: FEMALE  
 Last Name: Roberts SSN:

Address  
 Street: 12780 UPLAND DRIVE  
 Zip Code: 99223 City: SPOKANE  
 State: WA Phone Number:

Guardian Info  
 Mother's Maiden Name: Guardian First Name:

Comments

4. Scroll down to add administered vaccines. Refer to the section: **Record Administered Vaccines** on this page.

## Update Patient Information

1. After selecting the patient's name you will be taken directly to the *Patient Edit and Vaccine/Medication Add Screen*.

### 2. Patient's Address:

- If the patient's address listed on the top of the screen matches the address reported by the patient, then click the check box under the green bar.
- If the listed address does **not** match the address reported or if there is no address listed, then add the patient's address by typing the **street address** and **zip code** (the city and state will automatically populate once the zip code has been added).

Patient Address Information (Most recent record in system)

Check this box to copy the address information from the most recent record to the data entry box ONLY if it matches what is reported on paper.

Street: 111 ANYWHERE  
 City: SPOKANE State: WA  
 Zip Code: 99201 Phone Number: (253)299-6217

Patient Edit

First Name: ROSEY SSN:  
 Middle Name: Birth Date: 11/10/2005  
 Last Name: ROSE Sex: FEMALE

Address  
 Street: 111 ANYWHERE  
 Zip Code: 99201 City: SPOKANE  
 State: WA Phone Number: (253)299-6217

Guardian Info  
 Mother's Maiden Name: Guardian First Name: HONEYBEE

Comments

3. Scroll down to add the administered vaccines (see the next column for specific directions).



## Record Administered Vaccines

1. After updating the patient's information scroll down to enter administered vaccines.
  2. Make sure that the correct campaign is selected: **"H1N1 Vaccination Program"**
  3. Select the appropriate tier level
  4. Select the vaccinator name (if not already selected through personal setting)
  5. Select the administered Vaccine/Medicine by clicking in the check box next to the vaccine name administered.
  6. Select the Manufacturer/Lot (Number) by clicking the radio button next to the manufacturer and lot number of the administered vaccine.
- Note:** If applicable, enter Contraindications by clicking on the words **Click to Select** and choosing the appropriate reason from the dropdown list.
7. Click the **SAVE** button.
  8. Repeat the process for the next patient.

Comments

Campaign: H1N1 VACCINATION PROGRAM  
 Tier: 6 MONTHS TO 24 YEARS OF AGE  
 Vaccinator: CRANE, KRISTINA MA

Vaccination/Medication Add

Default Date: 08/28/2009

Vaccine/Medicine	Date	Manufacturer / Lot
<input type="checkbox"/> H1N1	08/28/2009	<input type="radio"/> SANOFI PASTEUR / 12898
<input type="checkbox"/> --select--	08/28/2009	<input type="radio"/> SANOFI PASTEUR / 133234D

Contraindications Add

Vaccine/Medicine	Contraindication
<input type="checkbox"/> Influenza Split	<input type="text"/> <a href="#">Click to select</a>
<input type="checkbox"/> --select--	<input type="text"/> <a href="#">Click to select</a>



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## Logging In

- Using the navigation menu, click on the word **Login**



- Type in your username & password
- Click the **LOGIN** button or hit the enter key on your keyboard

- Using the navigation menu, click on the Main Menu Heading. Then click on the words: **Select Application**
- Using the **Application** dropdown list select **Mass Immunizations** and click the **SUBMIT** button

- Once you click **Submit**, you will be taken directly to the mass immunizations module. From here you can **search** for patients or select **Settings** to preset your lot numbers and other defaults

## Step One – Setup your Personal Settings

In order to make data entry quick and efficient, set some of your personal settings below.

- Using the navigation menu, click on the **Settings Menu Heading** and then click **Personal**
- In **Patient Default** area click on the words **Click to Update** to add the current campaign. Click **Save** when done.
- In the **Vaccination Defaults** area click on the words **Click to Update** to add a specific Vaccinator and Facility. Click **Save** when done.
- In the **Lot Default** area click on the words **Click to Add**
- Using the **Vaccine/Med Description** dropdown menu, select the vaccine or medication name
- Click on the words **Click to Select** and a pop up window will appear listing available lot numbers. Select the appropriate lot number from the list using the select arrow.  
**Note:** *If you don't see the needed lot number, that means it has not been pre-loaded and you need to follow up with the person that manages the inventory for your office*
- Click **ADD/UPDATE NOW** to save your additions. Repeat steps 4-7 to add additional lot numbers.
- In the **VIS Publication Date Default** section, click on the words **Click to Add** to add the appropriate VIS date for the vaccines being given. Click **Save** when done.



## Search for a Patient

- Using the navigation menu choose **Patient** and click on the words **Search/Add**.
- Enter the search criteria. The patient's:
  - First Initial
  - Last Initial
  - Birth Date
- Click **RUN SEARCH** or hit the **ENTER** key on your keyboard.

## Search Results: Select the Patient

- If the patient appears in the Search Results, click on the arrow to the left of the patient's name (the select-arrow-button) to enter the patient's address and vaccines given.

**If you don't find the patient, see the other side of this guide to learn how to add new patients to the registry.**

Select	First Name	Middle Name	Last Name	Birth Date	Grd First Name	Grd Middle Name
→	REID		MOUSE	11/10/2005	RENEE	A
→	LONDON		NIKEN	11/10/2005		
→	KYLER		RAMBLE	11/10/2005	ANGELA	
→	ROSEY		ROSE	11/10/2005	HONEYBEE	DEVON
→	HANNAH	BETH	RYAN	11/10/2005	KELLY	
→	RILEE	R	SMITH	11/10/2005	SUE	
→	RAMONA		TALENTED	11/10/2005		
→	RYAN	R	CHRISTINE	11/10/2005	RICHARD	
→	RICHARD	R	WALTON	11/10/2005	SHANON	E
→	RILEY	ELENORA	ZAMBRA	11/10/2005		

Before adding a new patient, check to make sure the patient you want to add is Cancel Add N

Questions? Contact the Help Desk: 800-325-5599 or 206-205-4141 email: [cphelpdesk@kingcounty.gov](mailto:cphelpdesk@kingcounty.gov)

Registry Web Address: [www.childprofile.wa.gov](http://www.childprofile.wa.gov) or visit our website at [www.childprofile.org](http://www.childprofile.org)

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